

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: REGIONAL MANAGER -  
Office of the Inspector General

SALARY GROUP: C06

DEPARTMENT: Office of the Inspector General

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bruce Toney DATE: 02/07/2014

POSITION #: 017039

**I. JOB SUMMARY**

Performs administrative work managing an investigative program. Work involves establishing program goals and objectives; developing and recommending guidelines, policies, procedures, rules, and regulations; evaluating program activities; coordinating program activities; and assigning and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Coordinates activities of staff engaged in the investigation of violations of policies and procedures, federal court orders, and criminal law; provides instruction and guidance to staff in investigative functions and technical skills; and serves as a liaison between investigators, management, and law enforcement agencies.
- B. Conducts criminal and administrative investigations; reviews and researches legal aspects of special investigations and recommends action; and testifies and presents evidence in court of administrative hearings.
- C. Prepares and reviews reports of investigations and program activities; prepares budget requests; prepares reports on the effectiveness of program activities; and reviews, develops, and makes recommendations on policies and procedures.
- D. Responds to law enforcement duties to include pursuit of offenders and criminals by foot and car and assists in the restraint of offenders and criminals by using proven physical abilities of cardiovascular endurance, anaerobic power, muscular strength and endurance, explosive leg power, and agility.
- E. Assigns and supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Sixty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) and six years full-time, wage-earning criminal justice experience

or

thirty semester hours from a college or university accredited by an organization recognized by the CHEA or USDE and five years full-time, wage-earning licensed peace officer experience with a bona fide law enforcement agency

or

six years full-time, wage-earning of Texas Department of Criminal Justice (TDCJ) Office of the Inspector General (OIG) or Internal Affairs Division (IAD) investigator experience.

2. Two years full-time, wage-earning experience in the supervision of OIG or IAD investigators

or

four years full-time, wage-earning experience in the supervision of licensed peace officers with a bona fide law enforcement agency

or

eight years full-time, wage-earning experience in the supervision of criminal justice employees

or

ten years full-time, wage-earning Texas Department of Criminal Justice (TDCJ) Office of the Inspector General (OIG) or Internal Affairs Division (IAD) investigator experience.

3. Experience in criminal or administrative investigations in a state or federal government environment preferred.
4. Currently holds an active Texas Commission on Law Enforcement (TCOLE) Texas Peace Officer license or meets the minimum standards for initial Peace Officer licensure set forth in TCOLE Rule 217.1 inclusive of having passed the TCOLE Peace Officer licensing examination within two years of the Commission's receipt of the license application.  
Applicants must pass the Office of the Inspector General (OIG) Physical Performance Standards test in order to continue in the selection process.

Employees must annually pass the OIG Physical Performance Standards test or OIG Job Simulation test for continued employment.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/oig-prp.html>

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B. Knowledge and Skills

1. Knowledge of the principles and practices of program administration.
2. Knowledge of investigative practices and techniques.
3. Knowledge of applicable state and federal criminal and drug laws.
4. Knowledge of court procedures, practices, and rules of evidence.
5. Knowledge of Texas Penal Code and the Code of Criminal Procedures.
6. Knowledge of federal court orders governing the agency preferred.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill in administrative problem-solving techniques.
11. Skill to interpret and apply rules, regulations, policies, and procedures.
12. Skill to investigate, analyze, and evaluate alleged violations and prepare related reports.
13. Skill to prepare and implement program goals, objectives, and operations.
14. Skill to evaluate program policies and procedures.
15. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
16. Skill to plan, assign, and supervise the work of others.

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**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 100 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, and use firearms.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, dust, fumes, smoke, gases, grease, oils, solvents, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, vibration, working with hands in water, working below ground, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, radio, radio transmitter and receiver, UV-light, .40 cal. semi-automatic pistol, 12-gauge shotgun, AR-15 rifle, surveillance equipment, and automobile.